

INSTRUCTIONS FOR ISSUING BENEFITS WHEN CERTIFYING NEW PARTICIPANTS

With the changes made to benefits issuance in Release 2.20, agencies will need to follow the below procedures when issuing benefits to NEW PARTICIPANTS ONLY.

In this example we are going to certify a new participant who will be set to Tri-monthly issuance.

We will certify a new prenatal participant and put her on the system today 9/9/14.

State WIC ID	Household ID	Last Name	First Name	MI	Date of Birth	WIC Category	Gender	Agency Number	Clinic
00956352	00613652	RULE TESTING ONE	BUSINESS		08/18/1980	Pregnant	Female	201	99

WIC Category Pregnant	Certification Effective N/A	Benefit Set
Gender Female	Mid-certification Due N/A	PFDU LDTU
Next Appointment N/A	Mid-certification Complete N/A	N/A N/A
Telephone	Certification End N/A	N/A N/A
	Termination Date N/A	N/A N/A
	Termination Reason N/A	
		Issuance Frequency Tri-monthly

9/9/2014 8:57 AM

CGS - BUSINESS RULE TESTING ONE - 6 Weeks of Gestation - WIC ID: 00956352 - HH ID: 00613652

File Activities Guided Script Help



Certification Guided Script

<input checked="" type="checkbox"/> Demographics	<input checked="" type="checkbox"/> Referrals/Other Programs
<input checked="" type="checkbox"/> Health Information	<input checked="" type="checkbox"/> Nutrition Education
<input checked="" type="checkbox"/> Height, Weight, and Blood	<input checked="" type="checkbox"/> Food Prescription
<input type="checkbox"/> Immunizations	<input checked="" type="checkbox"/> Add SOAP Notes
<input checked="" type="checkbox"/> Nutrition Assessment	<input checked="" type="checkbox"/> CPA Determined Follow-up
<input checked="" type="checkbox"/> Risk Factors/High Risk	<input type="checkbox"/> Issue Benefits

Once we have certified the participant, on the benefits issuance screen you will notice that there are only 3 sets of benefits suggested. Because this is a new participant, they should actually be receiving 4 sets when set to tri-monthly. The initial set that does not count toward issuance when they are new to the system and then the actual 3 months issuance.

When you click on issue benefits, the screen shows just the three months for tri-monthly issuance and not the initial set.

Issue Benefits - 09/09/2014

Benefits Food Prescription

Household Member Information

Household Participant	Frequency	Last Set Issued	Last Set PFDT	Last Set LDTU	Prior Certification	Certification Due	Categorical Ineligibility
BUSINESS RULE TE	Tri-monthly				09/09/2014	06/30/2015	06/30/2015

BUSINESS- RULE TESTING ONE

- ☒ 09/09/2014-09/30/2014 Three Fourth
- ☒ 10/01/2014-10/31/2014 Full
- ☒ 11/01/2014-11/30/2014 Full

Issue benefits above. In order to issue this participant their full benefits, you will need to click on issue benefits again in the folder and you will then see December benefits available for printing.

Issue Benefits - 09/09/2014

Benefits Food Prescription

Household Member Information

Household Participant	Frequency	Last Set Issued	Last Set PFDT	Last Set LDTU	Prior Certification	Certification Due	Categorical Ineligibility
BUSINESS RULE TE	Tri-monthly	09/09/2014	11/01/2014	11/30/2014	09/09/2014	06/30/2015	06/30/2015

BUSINESS- RULE TESTING ONE

- ☒ 12/01/2014-12/31/2014 Full

REMINDER: This process is only for new participants who are not currently on the WIC program. Should you have any questions, please feel free to contact the MOWINS helpdesk at 1-800-554-2544.